

## COMMUNICATIONS SUPERVISOR

### **GENERAL DEFINITION OF WORK:**

*FLSA Status: Non-Exempt*

Performs intermediate technical work overseeing and participating in troubleshooting, repairing and installing various electronic devices and systems; does related work as required. Work is performed under regular supervision. Supervision is exercised over subordinate division personnel.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Planning, directing, coordinating and participating in troubleshooting, repairing, maintaining and installing electronic devices and systems; maintaining files and records.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns/problems; counsels, disciplines and completes employee performance appraisals; conducts training activities; coordinates daily work activities; organizes, prioritizes and assigns work; monitors status of work in progress and inspects completed work; assists with complex/problem situations; provides technical expertise.
- Coordinates work activities with other departments, architects, engineers, contractors, consultants, outside agencies, or others.
- Performs the duties of an Electronics Technician.
- Performs administrative tasks; reviews documentation/reports prepared by staff; assists with planning/review of future projects.
- Performs project management; schedules and coordinates projects; receives/reviews work orders, identifies priorities, and assigns projects to technicians; obtains competitive bids and price quotes for work by outside contractors; visits work sites to monitor progress; oversees and inspects work performed by outside contractors; meets with county and contracting officials as needed.
- Monitors inventory of equipment, parts, tools and supplies; ensures availability of parts/supplies to conduct work; initiates requests for new/replacement materials; reviews specifications for equipment; stores and retrieves equipment.
- Provides training, information and technical assistance to technicians and to users.
- Maintains logs/documentation of system operations and other activities; reads and interprets electronic drawings and blueprints.
- Prepares or completes various forms, reports, correspondence, work orders, parts specifications, floor plans, wiring diagrams, wiring layouts, equipment analyses, performance evaluations, or other documents.
- Performs general/preventive maintenance tasks necessary to keep vehicles, equipment and tools in operable condition; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.
- Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections; utilizes word processing, database, spreadsheet, communications, terminal emulation, operating systems, or other computer programs; operates specialized programs associated with various electronic systems.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of the repair and maintenance of electronic devices and related equipment; thorough knowledge of the methods, materials and equipment used in the electronics trade; thorough knowledge of basic electronic theory, computer hardware and devices, communication networks and the operation of electronic equipment; thorough knowledge of the necessary safety precautions of the trade; ability to read and interpret electrical and electronic diagrams and specifications; ability to establish and maintain effective working relationships with associates.

### **EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited community college with major course work in electronics technology or related field and considerable electronics installation and maintenance experience.

### **PHYSICAL REQUIREMENTS:**

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and hazards.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of Master's Electrician license. May require completion of specialized training/certification programs to conduct maintenance of specific-brand systems. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.